



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 90-1	Subject: <b>REPORTS AND CORRESPONDENCE</b>
Reference: <a href="#">46-23-1004</a> , <a href="#">1011</a> , and <a href="#">1021</a> , MCA	Page 1 of 1
Effective Date: 06/01/00	Revision Dates: 10/08/01; 03/02/09
Signature / Title: /s/ Ron Alsbury	

### I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established procedures and use standardized forms for writing and distributing various reports and correspondence to the judicial system (i.e. district court and Board of Pardons and Parole).

### II. DEFINITIONS:

None.

### III. PROCEDURES:

*P&P 90-1(A) All Purpose Report Form* shall be used by Probation & Parole Officers when submitting the following reports/conditions upon request or as needed to appropriate authorities. The reports will be reviewed by the Regional Administrator (RA) as needed.

- A. Progress and conduct reports
- B. Request for special conditions
- C. Waiver of special conditions
- D. Reports to district courts
- E. Special reports
- F. Miscellaneous reports

The following shall be incorporated in the report:

- I. Legal History
- II. Adjustment to Supervision
- III. Action (Purpose of Report)
- IV. Recommendations

### IV. CLOSING:

Questions concerning this procedure shall be directed to the RA.

Form

P&P 90-1(A)

All Purpose Report Form